

MUKHATAR ASIF

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Email:mukhatarasif01@gmail.com

Nationality: Indian

Birth Date: 15-June-1995

Religion: Muslim



PERSONEL STATMENT

- I am confident, enthusiastic and an energetic person with ability to learn and to adapt quickly to changing circumstances, accepting challenges and to tackle them even in situations under pressure. I have methodological approach, focusing on organization's objectives and to develop & deploy strategies to achieve its goals as far as possible within available resources. I possess good communication skills, which enable me to work effectively either on my own or as a part of the team.*

PROFESSIONAL VISSION

- To be part of a prestigious organization where I could apply my knowledge & expertise of procurement, financial accounting, financial reporting and management accounting to enhance the image and goodwill of the organization and to satisfy my instincts for professional and career development and to build long lasting employee and employer relationship.*

BUSINESS SKILLS

- | | |
|--|---|
| <ul style="list-style-type: none"><i>Clear verbal and written communication</i><i>Effective presentation</i><i>Market knowledge</i><i>Vendors knowledge</i><i>Negotiate business deals</i><i>Display a professional image</i> | <ul style="list-style-type: none"><i>Strong Analytical Skill</i><i>Strong mathematical skill</i><i>Work with different nationalities</i><i>Statistical skill to analyses data</i><i>Cost sever</i><i>Product costing</i><i>Good Control over excess Purchases</i> |
| <ul style="list-style-type: none"><i>Hospitality Products knowledge</i> | |

COMPUTER SKILLS AND KNOWLEDGE

- *High skill level in Micros Fidelio Materials control (FMC)*
- *Good skill level in Sun system financial*
- *Good skill level in Ms Excel, MS word, MS power point and MS outlook.*
- *High skill level in Tally accounting.*

PROFESSIONAL EXPERIENCE

VARI MILE TECHNOLOGIES NEW DELHI

SAP FICO Executive

2016 – To 2018

Roles & Responsibilities:

- *Solving of maintenance Issues and Tickets in the area of G/L, A/P, A/R and AA.*
- *Resolving the issues assigned to the team within the specified SLA.*
- *Understand the issues faced by end users on day to day basis and provide solution to their satisfaction.*
- *Solving FI-CO related issues as per Service Level Agreement*
- *Handling various categories & levels of Tickets.*
- *Created Change Requests as per the user requirements.*
- *Capturing all type of Call Tickets on daily basis which relates to FI & CO.*
- *Worked round in Solution as situation demands.*
- *Interacting with end users (if required) for more information through Net Meeting / Phones / Mails for requirements gathering.*
- *Proactively participated in discussing critical issues with other functional consultants for timely resolution.*
- *Preparing weekly status report for management.*
- *Preparing documents on critical issues for future references*

GRAND CONTINENTAL FLAMINGO HOTEL, ABU DHABI, UAE

Purchaser/storekeeper 2018 – To 2020

Grand continental Hotel is a 3 star Property consists of 155 rooms, two restaurants, banquet hall and a meeting room. Total annual purchase is approximately 1.7 million Dirham.

Purchase in charge/Storekeeper

Job Description/ Professional Experience

- *Inquire quotations for all property's concern purchases, also manage the overall contracts of the property.*
- *Always follow three quotations policy for purchasing.*
Make comparison according to price, quality and payment condition and get approval from Management.
- *Processing Purchase Orders for the respective suppliers & forwarding to suppliers via email & fax.*
- *Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.*
- *Coordinate with vendor to maintain knowledge on all product and delivery schedule.*
 - *Conducting Market Analysis for each items group on quarter bases. Efficient market analysis has resulted in achieving the budgeted cost of food & beverage & resulted in savings for hotel.*
- *The Goal is to minimize the cost of goods both for food and general and trace good suppliers in the market.*
- *To control the general store consumption by monitoring the requisition of issuing department budget.*
- *Proper filing and record keeping of all documents and all suppliers data base.*
- *To renew, negotiate & monitor the expiry dates of hotel AMCs.*
- *Receiving items, checking quantity, quality, compares with PO, post in FMC & forward the invoices to AP for processing payment.*
- *Taking inventory of all stores along with cost controller on weekly & monthly basis in order to minimize shortages & have good control over items expiries.*
- *To share with financial controller the market trends and price fluctuations due to local conditions likely to affect the quantities of anticipated purchase.*

- *Provide constant and accurate feedback to the financial controller and Department Heads with regards to market conditions such as products availability, times for delivery, seasonality and price trends.*

Additional Job Responsibilities:

- *Apart from above mentioned tasks I am relieving the cost controller, accounts payable, on their annual vacations.*

VENUS OVERSES MORADABAD UTTAR PRADESH,

Accounts Assistant **2020 to 2021**

Job Description/ Professional Experience

- *Data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements.*
- *Receiving and processing all invoices, expense forms and requests for payments.*
- *Handling petty cash, preparing bills and receipts.*
- *Maintaining accounting records, making copies, filing documents, etc.*
- *Thorough with statutory compliance of deducted and collected taxes viz Service Tax, TDS, Profession tax.*
- *Knowledge of returns for e-TDS, Service Tax, Profession tax*

HE HOTELS & APARTMENTS DUBAI UAE

Purchasing Supervisor 2021– To Present

HE Hotel & Apartments is a 4 star Property consists of 112 rooms, one restaurants, banquet hall and a meeting room. Total annual purchase is approximately 1.0 million Dirham.

Job Description/ Professional Experience

- *Inquire quotations for all property's concern purchases, also manage the overall contracts of the property.*
- *Always follow three quotations policy for purchasing.*

Make comparison according to price, quality and payment condition and get approval from Management.

- *Processing Purchase Orders for the respective suppliers & forwarding to suppliers via email & fax.*
- *Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.*
- *Coordinate with vendor to maintain knowledge on all product and delivery schedule. ● Conducting Market Analysis for each items group on quarter bases. Efficient market analysis has resulted in achieving the budgeted cost of food & beverage & resulted in savings for hotel.*
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Additional Job Responsibilities:

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EDUCATION

ST. ANTHONY CBSE SCHOOL RAMPUR INDIA
12th (Commerce), 2013

St. Anthony Sr. Sec. School Rampur Uttar Pradesh

B.COM (Commerce) 2016

MJP Rohilkhand University, Bareilly Uttar Pradesh

ADDITIONAL SOFTWARE EXPERIENCE

- Micros Fidelio
- Web Prologic
- SAP Software
- Tally ERP 9
- Ms Office

REFERENCES ARE AVAILABLE UPON REQUEST
